

[Resource to assist with determining type](#)

Select the funding type/source(s) associated with this request.

- E&G
- C&G
- Auxiliary
- Another Third-Party/Non-UCF Resources
- Foundation
- Research Foundation
- Overhead

National Center for Forensic Science

Travel Pre-Authorization Request

Request Type	<input style="width: 100%;" type="text"/>		Funding		
Date Prepared	<input style="width: 100%;" type="text"/>	Dept/Proj #	Amount	or %	
Traveler's Name	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Affiliation	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Is traveler a U.S. citizen	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Employee # (if employee)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Departure Date & Time	<input style="width: 100%;" type="text"/>		\$ -	0%	
Return Date & Time	<input style="width: 100%;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>		
Destination (City, State, Country)	<input style="width: 100%; height: 20px;" type="text"/>				

Select all that apply

<input type="checkbox"/> Conference	<input type="checkbox"/> Workshop
<input type="checkbox"/> Meeting	<input type="checkbox"/> Other - explain below

For All -
Event Name (no abbreviations)

Travel Purpose

<input type="checkbox"/> Present Paper	<input type="checkbox"/> Collaboration
<input type="checkbox"/> Professional Development	<input type="checkbox"/> Training
<input type="checkbox"/> Recruit Faculty	<input type="checkbox"/> Recruit Students
Disseminate the project's research results by presenting:	
<input type="checkbox"/> Contributed Paper	<input type="checkbox"/> Invited Paper
<input type="checkbox"/> Poster	<input type="checkbox"/> Other (explain below)
<input type="checkbox"/> Attend technical session	
Required mtg by (agency name): <input style="width: 100%;" type="text"/>	
<input type="checkbox"/> Performing Fieldwork	

Other (explanation)

SELECT ALL THAT APPLY

Review and approval must include the College.
Additional forms are attached (if applicable)

<input type="checkbox"/> E&G funds are being used	<input type="checkbox"/> Export Control
<input type="checkbox"/> Restricted Destination	<input type="checkbox"/> More than 30 days
<input type="checkbox"/> Travel Advance	<input type="checkbox"/> Group Travel Roster
<input type="checkbox"/> Field Advance	<input type="checkbox"/> Overnight stay within 50 miles of headquarters

Informational Purposes

[International Travel](#)

Pre-approval will take place in PeopleSoft

C&G funded - for all international travel or domestic > \$2,000

Conference, Meeting or Workshop Dates:

Begin Date End Date:

attach a separate sheet if there are multiple events and/or multiple days with no event activity

UCF Travel Categories	Instructions	Amount Requested	Faculty Peard	Staff Peard	Reimbursement
Registration Fee	99007001	<input style="width: 50px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
Airfare	99007002	<input style="width: 50px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
Hotel	99007003 link	<input style="width: 50px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
Meals	99007005	<input style="width: 50px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
Per Diem	99007006	<input style="width: 50px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
Mileage	99007007	<input style="width: 50px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
Car Rental	99007008 link	<input style="width: 50px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
Parking	99007009	<input style="width: 50px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
Taxi/Shuttle/Tolls	99007010	<input style="width: 50px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
Internet & Business Calls	99007011	<input style="width: 50px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
Presentation Materials	99007012	<input style="width: 50px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
Passport/Visa/Conv.Fees	99007013	<input style="width: 50px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
--Total--		\$ -			
Maximum Amount		<input style="width: 100px;" type="text"/>			

Missed Obligations (e.g. class, office hours, meetings, etc.)	Explain for each instance, how these will be covered

Traveler's Signature	Date
Supervisor's Name (if not listed below)	Signature
Principal Investigator (PI) if C&G	Signature
Chair/Director (or designee)	Signature

Other Funding Sources (only select if applicable)

I will or have submitted the *Application for University Funds to Support Faculty Travel*? [\[form\]](#)

I expect to be reimbursed by an outside organization and have reduced amount from UCF accordingly.

I expect an outside organization to pay for a portion or all of the cost and I will arrange for the university to be reimbursed.

I have received an approved COS Research Travel Grant. [\[form\]](#)

I have received funds from College of Graduate Studies or Student Government Association. [\[instructions\]](#)
A copy of the award notification should be provided to: Judy Stout

For Department Staff Use:

<input type="text"/> Dated Received <input type="text"/> Requisition Created No. <input style="width: 100px;" type="text"/> <input type="text"/> TAR/Purchase Order No. <input style="width: 100px;" type="text"/> <input type="text"/> Notified Traveler the TAR was approved	Budget Staff Member's Contact Information Name: Judy Stout Phone: (407) 823-1046 Email: judith.stout@ucf.edu
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